

29 July 1981

MEMORANDUM FOR: Director of Data Processing  
FROM: Chief, Administrative Staff  
THROUGH: Executive Officer  
SUBJECT: Weekly Report for the Week Ending  
29 July 1981

STAT 1. The Office of Information Services has nominated  
[redacted] to man the ODP Registry. He will report to  
duty on 3 August 1981.

STAT 2. Responsibility for the T&A process has been trans-  
ferred to the Personnel Section. Questions should be referred  
[redacted]

STAT 3. The DDA advises that because of increased requirements  
[redacted] it has become necessary  
to restrict the number and type of conferences [redacted] within  
the following guidelines: STAT


a. Conferences will not normally be scheduled for  
weekends.

STAT b. Given the travel and overhead costs involved, con-  
ferences [redacted] of less than two full workdays are not  
considered to be cost effective and strong justification  
for any such conferences will be required.

c. The number of residential participants at a con-  
ference will normally be limited to the capacity of the  
particular facility to which the conference is assigned.

d. Participants in conferences must possess TOP  
SECRET clearances and any non-Agency participants must  
be approved for attendance by the Director of Training  
and Education.

4. Requests for conferences [redacted] should con-  
tinue to be directed to C or DC/AS on Extension [redacted] STAT  
STAT

  
Chief, Administrative Staff